

LSF001 – LaGov Financial
REQUEST FOR SECURITY – FORM INSTRUCTIONS
Revised 07/14

This form is currently designed for use by agencies to establish, revise, and remove security related to a position.

Position Number: Position number to be assigned LaGov financial security.

Position Business Area: Position belongs to this business area.

Name: Employee name.

Personnel Number: Personnel number assigned by HR department.

Business Area Access: List of agency numbers in which the user requires access.

Action: **Check appropriate action to be taken for position number listed on this form.**

Add: Add the selected security to the position. Any existing security on the position governed by this form will remain intact.

Remove: Removes all security governed by the form from the position. Do not select any job functions when choosing the **Remove** action.

Change: Change any existing security on the position governed by this form to match only the selected security on this form.

Temp Auth: Add temporary authorization for the selected security to this position. Use the start date and end date to establish the validity period for the temporary authorization.

Start Date: The beginning date for the permissions requested.

End Date: The ending date for the permissions requested. If not a temporary authorization request, then the end date should always be 12/31/9999.

Financial Job Functions: All financial job functions incorporate:
FI-01 Financial Inquiry Only
LO-01 Logistics Inquiry Only

AA-01 Capital Asset Accountant Responsible for creating and updating Asset Master Records; processing retirements, sales, and transfers of Asset Master Records; approves purchase orders for movable property AMR's; records donations of AMR's into the asset accounting database; links real property AMR's to their related Real Estate objects in the RE module.

AP-01 Accounts Payable Manager Responsible for entering, modifying, and posting invoice documents received. This includes Logistical and AP invoices. Logistical invoices require a purchase order; AP invoices do not require a purchase order to be paid. Typical purchases that do not require a purchase order are: utility payments, P-Card (procurement) bank payments, legal services, and subscriptions. Responsible for monitoring and clearing the GR/IR (goods receipt/invoice receipt) account by verifying all items were invoiced for the same amount (price and quantity) posted per the purchase order to prevent delays in payment to the vendor. Responsibilities include: reviewing the GR/IR account; reviewing the quantity received and quantity invoiced; resolving outstanding GR/IR account imbalances. Also incorporates:
AP-10 Vendor Invoice Processor - Park

AP-10 Vendor Invoice Processor	Responsible for entering and modifying invoice documents received. This includes Logistical and AP invoices. Logistical invoices require a purchase order; AP invoices do not require a purchase order to be paid. Typical purchases that do not require a purchase order are: utility payments, P-Card (procurement) bank payments, legal services, and subscriptions. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role.
AP-06 One Time Vendor Processor	This role should be assigned sparingly to managers. This role can enter, modify and post one-time vendor payments. These are payments to vendors that are truly paid only one time, and do not have an assigned LaGov vendor number.
AR-02 Invoice Processor - Park	Responsible for creating and modifying customer invoices and credit memos. This role allows documents to be parked and/or saved as completed waiting the approver's posting. Document posting (approval) is not allowed in this role. This role allows the user to print Customer Invoices, Credit Memos, and Requests for Transfer to Doubtful Accounts Form.
AR-03 Invoice Processor - Post	Responsible for posting customer invoices and credit memos created by another user. Posting documents updates the financial system. This role can also create and change customer invoices and credit memos. Documents created or changed using this role cannot be posted by the same user. This role allows the user to print Customer Invoices, Credit Memos, and Requests for Transfer to Doubtful Accounts Form.
AR-05 Revenue/Receipts Processor	Responsible for posting payments and clearing balances for open customer invoices and credit memos. This role allows the user to print Customer Invoices, Credit Memos, and Transfer to Doubtful Accounts Forms.
AR-01 Dunning Analyst	Responsible for executing Customer Dunning notices as reminders of outstanding debts. This role allows printing of customer invoices, credit memos, and Transfer to Doubtful Accounts Forms.
CM-05 Imprest Account Processor	Responsible for data entry and serves as the first level of review and approval of Cash Journal transactions related to Imprest Account activity.
CM-09 Imprest Account Processor – Park	Responsible for data entry and serves as the first level of review of Cash Journal transactions related to Imprest Account activity.
CM-10 Imprest Account Processor – Post	Responsible for the approval of Cash Journal transactions related to Imprest Account activity.
CO-01 Cost Allocation Processor	Responsible for creating and/or reversing transactional data at the agency level related to direct activity allocations. Responsible for entering statistics for fund redistribution, verifying cycles and segments for fund redistribution, executing simulation of cost sharing and fund redistribution, and executing the statistics report.
CO-04 Statistical Order Processor	Responsible for creating selected statistical internal orders in REL status to be used for collecting costs for reporting and/or billing purposes.
CO-05 Statistical Order Processor – Create	Responsible for creating selected statistical internal orders to be used for collecting costs for reporting and/or billing purposes.
CO-06 Statistical Order Processor – Release	Responsible for changing to released (REL) status selected statistical internal orders to be used for collecting costs for reporting and/or billing purposes.
FM-02 Departmental Budget Analyst	Departmental level role responsible for entering budget amendment documents, transferring budget between budget types, and reversing budget entry documents. Also responsible for creating, changing, and manually reducing funds reservations.
GL-06 JV Document Processor - Park	Responsible for creating and modifying G/L documents. This role allows G/L documents to be parked and/or saved as completed waiting posting by an approver.
GL-04 Document Processor - Post	Responsible for posting G/L documents created and/or modified by another user. This role can create and change G/L documents then park and/or save as completed.

GM-01 Dept Grants Accountant	<p>Departmental level role responsible for running Indirect Cost calculations, Resource Related Billing (automatic billing), and posting manual AR invoices. Also responsible for assisting users within the Business Area with system errors in the absence of the primary Dept. Grants Administrator (DGA). Point of contact for the Central Grants Administrator in the absence of the primary DGA.</p> <p>Also incorporates: AR-01 Dunning Analyst AR-02 Invoice Processor – Park AR-03 Invoice Processor - Post</p>
GM-02 Dept Grants Mstr Data Admin	<p>Departmental level role responsible for creating and maintaining the Grant, Sponsored Program, and WBS elements. Responsible for maintaining and updating the grant status (lifecycle) and for assisting users within the Business Area with system errors. Point of contact for the Central Grants Administrator. Role should be limited in number per department due to extensive Master Data rights.</p> <p>Also incorporates: PS-06 Project Creator</p>
GM-05 Dept Grants Accountant – COBI – Simulate	Departmental level role responsible for running COBI in simulate/test mode to determine the calculated amount to be billed to the sponsor.
GM-06 Dept Grants Accountant – COBI – Run	Departmental level role responsible for running COBI, Resource Related Billing (automatic billing), and posting manual AR invoices.

Inquiry Only:

FI-01 Financial Inquiry Only	<p>Display and reporting on all Financial Modules. Generally, this role will be mapped to everyone that has another Financial role and to those who have responsibility for overseeing and monitoring financial activities.</p> <p>Also incorporates: LO-01 Logistics Inquiry Only</p>
LO-01 Logistics Inquiry Only	<p>Display of Inventory Management information, such as: List of Material Documents; List of Warehouse Stocks on hand; Display of Individual and Collective MRP List; Display of Reservations; Listing of stock in transit; Display of Planned Orders; Display of Purchase Orders; Display of inventory counts; Display of Material Forecast; Display role for auditing maintenance work processes, property control and fleet operations. Legislative auditors currently operate in this display only mode in Protégé for reporting and auditing of all State agencies movable property. Display of Warehouse information, such as: Transfer requirements; Inventory Count Documents; Bins; Storage Units.</p>

Urgent	This box should only be selected when a processing deadline would not otherwise be met.
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The agency Security Administrator or Alternate must print the form and obtain the required signatures before submitting the form. The agency Security Administrator and Alternate are responsible for retaining a signed copy of each form submitted for audit purposes.